



Dear Prospective Applicant,

It is an honor for me to nominate the best and the brightest young women and men from Virginia as candidates to the U.S. Military, Naval, Air Force and Merchant Marine Academies.

This is a very exciting time in your life, and we want to assist you in the nomination process. You may locate the application on my website at www.kaine.senate.gov/academy. Please review the application packet carefully to ensure that the process is as efficient as possible. Completed application packets must be received by **Monday, September 15, 2014**. If you have questions, please feel free to contact my Academy Nominations Coordinator at academy_nominations@kaine.senate.gov or by calling 804-771-2221.

I wish you the best of luck during this important time in your life.

Sincerely,

Senator Tim Kaine

APPLICATION REQUIREMENT

Applicants: Please read the following guidelines carefully. All application requirements must be received by **Monday, September 15, 2014** as one packet. Late applications or incomplete applications will not be considered.

- Application form- Please fill out the application form in its entirety. **It must be typed.**
- Resume- Provide a detailed listing of your academic, community service, extracurricular and athletic activities, and other notable accomplishments. (1 page only)
- Personal Essay- In two pages or less (12 point font, Times New Roman, 2.0 spacing) write an essay that addresses: 1) why you desire to attend a U.S. Service Academy, 2) the impact the experience will have on you and on your community, (3) why public service is important to you. ***More than 2 pages will not be read.**
- Letters of Recommendation- Two (2) letters of recommendations are required. Letters should be sealed individually and signed across the sealed envelope and included in your application packet. Please do not submit more than (2) letters.
 - One letter should be from a school administrator or a teacher
 - One letter should be from a person that can best assess your intellect, character, and suitability for military service (and not a family member or relative).
- Official Transcripts- Submit copies of official transcripts from all schools attended with school official's signature across the sealed envelope. Include weighted and un-weighted GPA and course information only if pertinent. Include these in your application packet.
- Standardized Test Results – Have your test scores sent directly to the Office of Senator Kaine using SAT code **0236** or ACT code **7191**. ***If your high school includes ACT or SAT scores on your *official* transcript, those scores will be accepted. **Scores must be received by September 15, 2014.**

Additionally, please note:

- You must be a Virginia resident to qualify for a nomination from Senator Tim Kaine
- Pictures – Please do not send pictures.
- Interviews - Senator Kaine reserves the right to interview candidates seeking a nomination.
- IMPORTANT: You must separately apply to the Service Academy School of your choice.

Service Academy Information

Applicants are responsible for initiating a pre-candidate file at each Academy to which they are seeking a nomination. Addresses, phone numbers, and website information for the Academies are provided below.

U.S. Naval Academy

Office of Admissions
117 Decatur Road
Annapolis, MD 21402
Phone: 888-249-7707
www.usna.edu

U.S. Military Academy

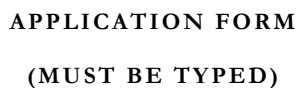
Office of Admissions
Building 606
West Point, NY 10996
Phone: 800-822-2769
www.usma.edu

U.S. Air Force Academy

Office of Admissions
2304 Cadet Drive, Suite 200
USAF Academy CO 80840
Phone: 800-443-9266
www.usafa.edu

U.S. Merchant Marine Academy

Office of Admissions
300 Steamboat Road, Wiley Hall
Kings Point, NY 11024-1699
Phone: 866-546-4778
www.usmma.edu



Parent(s)/Legal Guardian(s) Work Phone_____

House of Representative District: _____

Other Congressional Offices to which you are applying for nominations: _____

Please rank the academies to which you will accept a nomination in order of preference (1-4), and only include those to which you are applying for admission. Due to the high number of highly qualified applicants seeking nomination, it is highly possible that applicants may be nominated for an academy other than their first choice, if you do not wish to be considered for a particular academy, please leave that line blank.

U.S. Air Force Academy _____ U.S. Naval Academy _____

U.S. Merchant Marine Academy _____ U.S. Military Academy _____

Signature of Applicant: _____

Printed Name: _____

Date: _____

The following items constitute a completed application packet:

- ✓ Application Form
- ✓ Resume
- ✓ Essay
- ✓ (2) Letters of Recommendation - sealed
- ✓ Official Transcript - sealed
- ✓ Standardized Test Scores – sent directly to Senate office from the testing service or included on *official* transcript.

IMPORTANT:

- Please note ALL ITEMS (except test scores) must be received as **one package**.
- Applicants will not be notified if items are missing.
- Applications missing required items will not be considered.
- Late applications will not be accepted or considered.
- Mail is the preferred method of submission and must be postmarked by **Monday, September 15, 2014** to:

The Office of U.S. Senator Tim Kaine
Attn: Academy Nominations Coordinator
919 East Main Street, Suite 970
Richmond, Virginia 23219

*Applicants may personally deliver their application packet to any Kaine Senate office by 5pm on Monday, September 15th. Test scores must be received from the testing service by September 15th as well.